## **Display Pay Grade Structure**

**Purpose** Use this procedure to view the different Pay Grade types.

**Trigger** Perform this procedure when displaying Pay Grade types.

**Prerequisites** • n/a

**End User Roles** In order to perform this transaction you must be assigned the following role:

Personnel Administration Inquirer/Processor/Supervisor, Leave Correction Processor, Payroll Supervisor, Time And Attendance Inquirer/Supervisor

Change History				
Date	Change Description			
7/29/2009	New procedure created.			

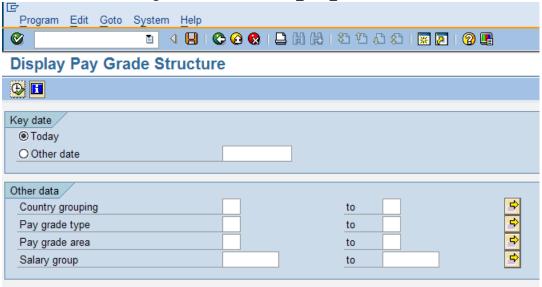
Transaction Code ZHR\_RPTPAN02

Helpful Hints	None



## **Procedure**

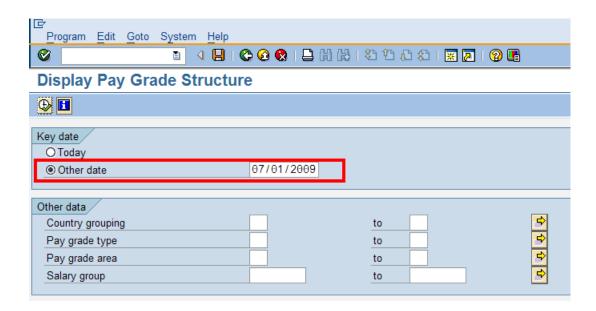
1. Start the transaction using the transaction code S\_AHR\_61015554.



2. In the Key date section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry						
Field Name	R/O/C	Description				
Today	С	This selection option will run the report using the system date (current date).				
Other date	С	This selection option will run the report using the specified values for the object and data selection period.				
		<b>Example:</b> 07/01/2009				
		(The report will display data as of the date entered).				

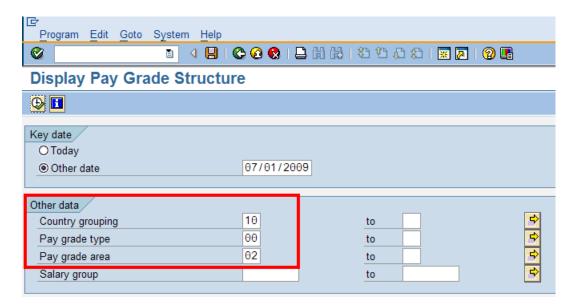




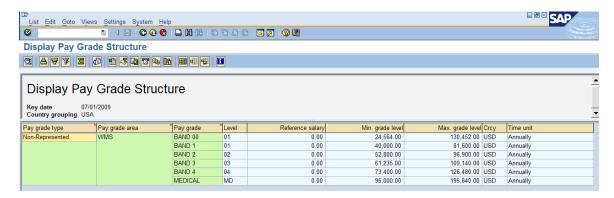
3. In the Selection section, complete the following fields:

ſ	R=Require	ed Entry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Country grouping	R	A unique HRMS indicator for a country.  For the State of Washington we will always use 10.  Example: 10 (USA)
Pay Grade / Scale type	0	Represents the State of Washington's compensation structure (salary bands, hour based step increases, and bargaining units). <b>Example:</b> 00 (Non-Represented)
Pay Grade / Scale area	0	A collection of pay ranges/steps and bands – coincides with the type of position. <b>Example:</b> 02 (WMS)





4. Click (Execute) to execute a process or action.



The above screenshot displays the Pay grade type, Pay grade area, Pay Grade, Level, Min. grade level, and Max. grade level.

5. You have completed this transaction.

Results			
You have generated the Display Pay Grade Structure report.			
Comments			
See other related procedures:			
Display Pay Scale Structure			

